

Create a Job Requisition for a Contractor - Contingent Worker

Quick Reference Guide

04.01.15

Type Create a job req in Search Box.



Key and ID **MUST** be notified of the contractor's start/hire date. If Key and ID is not notified of the contractor's start/hire date, the contractor may not be able to start working on that date.

REQUIRED FIELD	DEFINITION	COMMENT
Copy Details from Existing Job Requisition	Leave blank if not copying details from a different requisition.	
Supervisory Organization	Organization the worker will be hired into	
Create New Position	For a new Position in the organization	
Existing Position	Fill an open position within the organization	
Worker Type	Contingent Worker – Does not receive a W2 from Fermilab	A contingent worker does not receive a W2 from Fermilab. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians).
Number of Openings	Defaults to one	This field can NOT be updated by initiating the <i>Edit Job Requisition</i> process.
Reason	Create Job Requisition > Administrative > Contractor, User/Visitor, Other Contingent Worker	
Requester	Auto Populates with your name	
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	
Recruiting Start Date	Today's date	This date can be changed by initiating the <i>Edit Job</i>

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REQUIRED FIELD	DEFINITION	COMMENT
		<i>Requisition process.</i>
Target Hire Date	Today's date	This date can be changed by initiating the <i>Edit Job Requisition</i> process.
Target End Date	One year after hire date.	This is required for Fixed Term, Temporary or On-Call Worker Sub-Types.
Job Posting Title	This is the functional job title that is posted externally, e.g., 'Accelerator Lab Lab Technician.	
Justification	Bbudgeted hourly pay rate for the Contingent Worker.	
Job Profile	This is the Fermilab Compensation job title, e.g., Lab Technician.	
Job Description Summary	Discuss with the hiring manager	
Job Description	Enter any additional specific knowledge, skills and abilities not captured in the job description summary.	
Job Families for Job Profile	Auto Populates	
Worker Sub-Type - Fixed Term	Prompt > For Current Country > Contractor	
Time Type	Full time or Part time	
Primary Location	Batavia	
Scheduled Weekly Hours	Number of hours the contractor wil work each week.	This if the only field used to identify the number of weekly hours the position requires
Work Shift	Leave Blank.	
Qualifications	Do not enter any qualifications in this section.	

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Attachments	For positions that are an addition to the budgeted headcount, attach justification form http://wdrs.fnal.gov/employ/employinternal/PersReqAttachJustification.docx . Complete form, scan and upload the document to this Attachment tab for required approval from Finance/Budget Office. Attach Work Activities Analysis Form (WAAF) http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements	
Supplier	Select the appropriate Supplier.	
Currency	Must be USD	
Pay Rate	The monthly or hourly pay rate	
Frequency	The frequency of payment	
Maximum Amount	Auto Populates	
Summary Page	Verify all entries are correct. Once you click Submit, you can no longer make any changes until the job requisition is approved. Your manager can make changes or send back for corrections.	

The process *Contract a Contingent Worker* can be initiated after this requisition is approved.